

REPORTS INVENTORY

PREPARE IN DUPLICATE

SRB 147

1. TITLE OF REPORT (If a fill-in report include Form No.)

147 DDP MULTI TAB GR GRP

2. TYPE
OF
REPORT☒ STATISTICAL☐ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒ PERSONNEL☐ TRAINING☐ LOGISTICS☐ SECURITY☐ MEDICAL☐ FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

2

7. FORMAT (memorandum, form, computer print-out, etc.)

CP-O

8. ADP PROCESSING

☒ YES

IF YES GIVE ADP PROCESSING NO.

☐ NO

P-17

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (Include lowest level contributing information to report)

OCS/OPERATIONS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-063	4.21		.29		1.22		12		14.64

B. COSTS OF COMPUTER PRODUCED REPORTS

			.18		12		2.16
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TOTAL COSTS PER YEAR

\$ 16.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS☐ OTHER (explain)☐ CHANGE☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

15. DATE OF INVENTORY

27 OCT 1970